

DMAC Meeting

Wednesday, September 11, 2024, 1PM-2PM EST

Attendees:

Agudemu Borjigin	Jeffrey Cheng
Betsy Driver	Anahita Mehta
Melanie Barzik	Michele Insanally
Radha Kalluri	Reza Amanipour
Tejbeer Kaur	Jarnail Singh
Marina Silveira	Ilkem Sevgili
Melissa McGovern	Kristin Johnson, Executive Office

Minutes:

Welcome

Dr. Cheng commenced the meeting by expressing gratitude to all attendees for their commitment to the committee's initiatives. He emphasized the importance of collaboration and engagement among members.

Introduction of the Committee Portal

A new [Committee Portal](#) has been established to enhance access to vital information for committee members. This portal will house meeting minutes, resources, membership data, and committee reports, streamlining the process and eliminating the need for email distribution of meeting minutes. Members can log in using their regular ARO member credentials, and the portal will serve as a centralized data management tool for historical records and resources. Continuous updates will ensure that members have access to the latest information.

Task Group Leaders

The discussion turned to the proposal of assigning a leader to each task group to foster accountability and ensure progress on the committee's various projects. The idea was met with broad approval. The [task group sign-up sheet](#) will be distributed again for members to volunteer for Task Group Leader responsibilities.

Travel Award Review Process

Concerns regarding the previous year's travel award reviews were raised, particularly the lack of clarity in assignments/responsibilities and timelines. Committee members were encouraged to volunteer for the review process if they have not already done so, which aims to be completed before Thanksgiving. The DMAC Travel Award budget is confirmed to be \$2000.00. Dr. Cheng expressed a desire to reward more candidates while acknowledging financial limitations. It was suggested that the Travel Award task group could compose a proposal to increase the budget as part of their task group goals next year.

ARO Scholar Program Announcement

The committee discussed the upcoming ARO Scholar submission announcement, detailing the submission timeline from September 30th to November 1st. Proposals for additional funding from the Henderson Fund and BWF were discussed, along with strategies for outreach to potential sponsors during the ARO meeting. The idea of creating promotional materials, such as a booklet or brochure featuring past awardees, was proposed to enhance visibility for the program.

Coffee Hour Planning

The Coffee Hour task group proposed that the next session topic be the ARO Scholar Program, with the date set for October 16th. The format and content of the event, including a potential Q&A session, were discussed. Consideration was given to potential conflicts with the SFN conference, and it was suggested to invite previous scholarship recipients or

mentors as hosts. It was emphasized that there may not be much time to market the session with the scheduled date being rather soon but that the Executive Office will do their best with the time available. The Executive Office will provide contact information for last year's awardees and the updated ARO Scholars Eligibility & Guidelines out to the committee for the Coffee Hour task group to reference.

Special Session Funding

The Executive Office did not have an update on the funding request the Special Session task group had submitted to the ARO Council. Due to time constraints, the Council could not reach a consensus during the August meeting. The Executive Office noted that an answer will be provided once available in the coming weeks.

Task List

- 1. Committee members will use the sign-up sheet to volunteer as a Task Group Leader**
- 2. Coffee Hour task group to finalize details for the coffee hour on October 16th, including format and content.**
- 3. Executive Office to provide outcome of the Special Session funding proposal ASAP**